NEW YORK STATE
DEPARTMENT OF TRANSPORTATION
MATERIALS BUREAU

FORMS INSTRUCTION
SAMPLE AND ACCEPTANCE TRANSMITTAL
FORM BR 240

SCOPE

Form BR 240, entitled "Sample and Acceptance Transmittal", accompanies all submissions of samples of materials secured by the Department or its designated representatives to the Materials Bureau except for the following items:

Fine and Coarse Aggregates (BR 3)

Bituminous Materials (BR 170)

Bituminous Plant-Mix Materials (BR 170)

Bituminous Cores (BR 166)

Concrete Cores (BR 166)

Concrete Cylinders (BR 41)

Samples of the materials listed above are accompanied by the form indicated in parenthesis.

Form BR 240 is a five-part color coded snap-out form containing provisions for both identification by the Inspector of the material sampled and eventual entry of acceptance or rejection action by the Materials Bureau.

Upon completion of tests the Materials Bureau will enter on BR 240 the action accorded the material sampled. Specific copies of the form are then returned to the office of the originating Inspector.

EXECUTION AND TRANSMITTAL

1. All entries printed by ball point pen or typewriter.

2. Use sufficient pressure to assure legibility of all copies.

3. Rubber-stamp entries not to be used.

4. All entries to be in accordance with instructions.

5. Following completion remove pink copy by carefully detaching it from the left hand stub of the form without disrupting the assembled set. Retain this copy.

6. Insert completed form in the "Sample Transmittal Envelope", Form BR 241. Do not fold.

7. Place envelope inside sample package for transmission to Materials Bureau.

8. The Department's pre-addressed shipping tag, Form BR 108, should be used to direct the package to its proper destination. When this tag is not used the correct address is as follows:

   TO: Materials Bureau
   N.Y.S. Department of Transportation
   State Campus - Building # 7
   1220 Washington Avenue
   Albany, New York 12226

9. Upon completion of tests the Materials Bureau will complete the "action" portion of the form and affix a validation signature in the box on the lower right.

10. The yellow and green copies of the form with the final action and validation affixed will be returned to the Department or Inspection Agency office having supervision over the Inspector who submitted the sample.

11. That office will forward the green copy to the Inspector while retaining the yellow copy on file.

Materials Method N.Y. 18.1
April, 1968

ENTRY INSTRUCTIONS

The upper portion of Form BR 240 and the lower right hand box entitled "Materials Bureau Validation" are for use only by Materials Bureau personnel in Albany and no entries are to be made by the Inspector in those portions of the form.

Inspectors entries are to be made only in the numbered boxes. Not all boxes are applicable to each material or product sampled.

BR-240 (1/68) SAMPLE AND ACCEPTANCE TRANSMITTAL
NYSDoT MATERIALS BUREAU

SERIAL NO. | DATE REC'D. | TEST NO.

TO:

Material Represented by the Sample Described Below Was_____

ON_____ For _____

(Action Official Only When Validated Below By The Materials Bureau)

UPPER PORTION FOR MATERIALS BUREAU ONLY – INSPECTOR TO COMPLETE ALL APPLICABLE BOXES BELOW

16. ADDITIONAL INFO. (SEE INSTRUCTIONS ON REAR)

1. MATERIAL | 2. ITEM NO. | 3. DATE SAMPLED | 4. CONTRACT NO.

5. SUPPLIER AND LOCATION | 6. QUANTITY IN LOT | 7. LOT NO.

8. MANUFACTURER AND LOCATION (IF DIFFERENT THAN ABOVE) | 9. BATCH NO. | 10. DATE OF

11. SAMPLED AT: ☐ PLANT ☐ JOB

12. TYPE: ☐ CONTROL SAMPLE ☐ INFO. SAMPLE ☐ BPR SAMPLE ☐ APPROVED LIST MAT. ☐ CERTIFIED MAT.

13. SAMPLED FROM

14. SAMPLED BY (INCL. DIST. NO. OR A...

25. CONTRACTOR AND PROJECT LOCATION

MATERIALS BUREAU VALIDATION

RETAIN PINK COPY FOR YOUR RECORDS
FORWARD ALL OTHERS TO MATERIALS BUREAU

The following information applies to those boxes which may not necessarily be self-explanatory for all products.

Box 4, Contract No. Enter Department project identification number for all samples taken at the job site or for samples taken at an off-project supply location representing a specific lot of material which, by Department instructions, is to be eventually shipped to a single specific project site.

NYSDOT
Library
50 Wolf Road, POD 34
Albany, New York 12232

Box 5, Supplier and Location - For the purpose of this form "supplier" is defined as the Company actually making the shipment direct to the project site. For "location" the city and state is sufficient. (Note - when sampling paint at a fabricating shop where the paint is to be applied to structural members prior to shipment of the members to the project site, the fabricating shop is to be considered as the "supplier).

Box 6, Quantity in the Lot - Always enter the unit of measure (i.e. - feet, pounds, pieces, etc.).

Box 8, Manufacturer and Location - For identification of the actual manufacturer or producer and/or production location when either or both are different than the supplier and supply location entered in Box 5.

Box 9, Batch No. - Enter only when applicable to the material or product (i.e. - paint, epoxy, etc.).

Box 10, Date of Manufacture - Same as above.

Box 12, Type - Check approprate box in accordance with the following definitions.

Control Sample - A sample required by Department instructions to secure evidence of acceptability.

Info. Sample - A sample secured representing material already possessing the stipulated evidence of acceptability but for which further information is desired relative to its conformance with specifications or its application or use characteristics. When submitting this type of sample always explain the reason for its submission in Box 16.

BPR Sample - A sample secured by the Engineer at the specific request or a representative of the Bureau of Public Roads.

Approved List Mat. - A sample secured at the project site of material for which the required evidence of acceptability is the presense of the brand name of the product on a list of approved materials issued by the Materials Bureau but which, in the opinion of the Engineer, has proven unsatisfactory in use. Explain the reason for submission in Box 16.

Certified Mat. - Same as above except that the required evidence of acceptability consists of the filing of a "certification of compliance" or "certified test results" with the Engineer by the supplier.

Box 13, Sampled From - Describe concisely the physical facility from which the sample was obtained (i.e. - 55-gal. drum, Silo #XX, Tank #XX, mill banded bundle, Warehouse rolls, etc.).

Box 14, Sampled By - Print name of person securing sample together with his affiliation (NYSDOT District number or Inspection Agency name).

NOTE - Inspection Agency personnel must also list the location of their company's office which administers the particular inspection assignment under which the sample was secured. This location shall be noted by abbreviating the name of the city and such information may, if necessary, be inserted in the lower right hand box immediately under the bold ruled line and directly opposite the printed legend "Materials Bureau Validation".

Box 25, Contractor and Project Location - Enter only when Box #4 "Contract No." requires an entry.

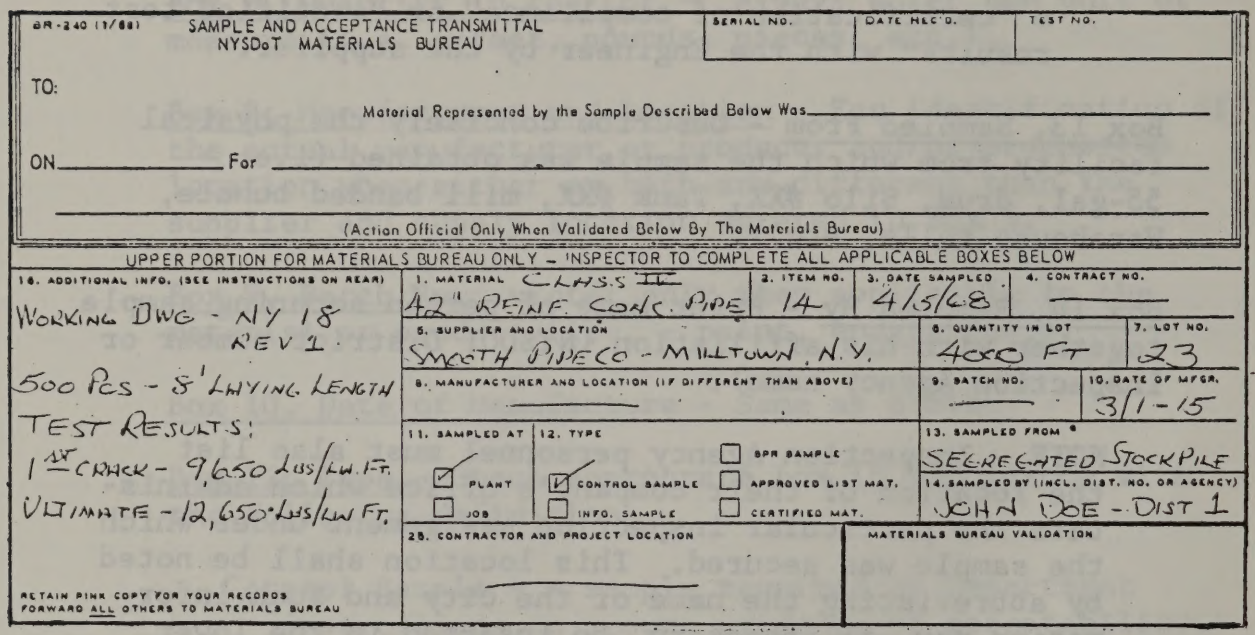
Box 16, Additional Info. - Typical required uses:
Reinforcing bars - Tabulation of bar size, heat number, manufacturer and quantity.

Concrete Pipe - Enter Working Drawing Number, Results of 3-edge bearing strength test in pounds per linear foot.
Cement - List can numbers (Example: cans 1 to 27)

Epoxy Products - May be used to facilitate entry of gallonage **breakdown** between Parts A & B (when so used, enter **reference** to this box in Box No. 6). Enter sample table used.

Welded Wire Fabric - Enter gage and spacing of mesh as declared by the supplier. When sampling fabric for use in the manufacture of concrete pipe, enter the name and location of the pipe plant to which the fabric will be shipped.

EXAMPLES



BR-240 (1/68) SAMPLE AND ACCEPTANCE TRANSMITTAL NYSDoT MATERIALS BUREAU			SERIAL NO.	DATE REC'D.	TEST NO.
TO:					
Material Represented by the Sample Described Below Was					
ON _____ For _____					
(Action Official Only When Validated Below By The Materials Bureau)					
UPPER PORTION FOR MATERIALS BUREAU ONLY – INSPECTOR TO COMPLETE ALL APPLICABLE BOXES BELOW					
16. ADDITIONAL INFO. (SEE INSTRUCTIONS ON REAR)	1. MATERIAL CLASS III	2. ITEM NO.	3. DATE SAMPLED	4. CONTRACT NO.	
WORKING DWG - NY 18 REV 1.	42" REINF. CONC. PIPE	14	4/5/68	—	
500 PCS - 8' LAYING LENGTH	5. SUPPLIER AND LOCATION		6. QUANTITY IN LOT	7. LOT NO.	
TEST RESULTS:	SMOOTH PIPECO - MILLTOWN, N.Y.		400 FT	23	
1ST CRACK - 9,650 LBS/LIN. FT.	8. MANUFACTURER AND LOCATION (IF DIFFERENT THAN ABOVE)		9. BATCH NO.	10. DATE OF MFGR.	
ULTIMATE - 12,650 LBS/LIN FT.	—		—	3/1-15	
	11. SAMPLED AT: ☑ PLANT ☐ JOB	12. TYPE: ☑ CONTROL SAMPLE ☐ INFO. SAMPLE ☐ SPR SAMPLE ☐ APPROVED LIST MAT. ☐ CERTIFIED MAT.		13. SAMPLED FROM: SEGREGATED STOCKPILE	
				14. SAMPLED BY (INCL. DIST. NO. OR AGENCY): JOHN DOE - DIST 1	
RETAIN PINK COPY FOR YOUR RECORDS FORWARD ALL OTHERS TO MATERIALS BUREAU	25. CONTRACTOR AND PROJECT LOCATION —			MATERIALS BUREAU VALIDATION	

(Reduced)

CONCRETE PIPE SAMPLED AT PIPE PLANT

BR-240 (1/68) SAMPLE AND ACCEPTANCE TRANSMITTAL
NYSDoT MATERIALS BUREAU

SERIAL NO.	DATE REC'D.	TEST NO.

TO:

Material Represented by the Sample Described Below Was

ON _____ For

(Action Official Only When Validated Below By The Materials Bureau)

UPPER PORTION FOR MATERIALS BUREAU ONLY – INSPECTOR TO COMPLETE ALL APPLICABLE BOXES BELOW

16. ADDITIONAL INFO. (SEE INSTRUCTIONS ON REAR)
.240 * 6 – 3" x 6"

FOR SHIPMENT TO:
ACE CONCRETE PIPE CO.
HIGHTON, N.Y.

1. MATERIAL	2. ITEM NO.	3. DATE SAMPLED	4. CONTRACT NO.
WELDED WIRE FABRIC	CONC PIPE	4/5/68	

5. SUPPLIER AND LOCATION	6. QUANTITY IN LOT	7. LOT NO.
ABC STEEL CO - STEELVILLE PA.	193 SHEETS	23

8. MANUFACTURER AND LOCATION (IF DIFFERENT THAN ABOVE)	9. BATCH NO.	10. DATE OF MFGR.

11. SAMPLED AT	12. TYPE		13. SAMPLED FROM
☑ PLANT	☑ CONTROL SAMPLE	☐ BPR SAMPLE	WAREHOUSE LIFTS
☐ JOB	☐ INFO. SAMPLE	☐ APPROVED LIST MAT.	14. SAMPLED BY (INCL. DIST. NO. OR AGENCY)
		☐ CERTIFIED MAT.	JOHN DOE – GTL

25. CONTRACTOR AND PROJECT LOCATION

MATERIALS BUREAU VALIDATION PITBURGH

RETAIN PINK COPY FOR YOUR RECORDS
FORWARD ALL OTHERS TO MATERIALS BUREAU

(Reduced)

CONCRETE PIPE FABRIC SAMPLED AT STEEL FABRICATING SHOP

BR-240 (1/68) SAMPLE AND ACCEPTANCE TRANSMITTAL
NYSDoT MATERIALS BUREAU

SERIAL NO.	DATE REC'D.	TEST NO.

TO:

Material Represented by the Sample Described Below Was

ON _____ For

(Action Official Only When Validated Below By The Materials Bureau)

UPPER PORTION FOR MATERIALS BUREAU ONLY – INSPECTOR TO COMPLETE ALL APPLICABLE BOXES BELOW

16. ADDITIONAL INFO. (SEE INSTRUCTIONS ON REAR)

SIZE	HEAT NO.	MFGR.	WEIGHT
5	281WC48	ABC	20,000
6	064T931	ABC	10,000
9	283W491	ABC	80,000
9	281W289	ABC	20,000
			130,000#

1. MATERIAL	2. ITEM NO.	3. DATE SAMPLED	4. CONTRACT NO.
REINFORCING BARS	28	4/5/68	

5. SUPPLIER AND LOCATION	6. QUANTITY IN LOT	7. LOT NO.
ABC STEEL CO - STEELTOWN, N.Y.	130,000 LBS	23

8. MANUFACTURER AND LOCATION (IF DIFFERENT THAN ABOVE)	9. BATCH NO.	10. DATE OF MFGR.
ABC STEEL CO - FURNACEVILLE, PA		

11. SAMPLED AT	12. TYPE		13. SAMPLED FROM
☑ PLANT	☑ CONTROL SAMPLE	☐ BPR SAMPLE	MILL BANDED BUNDLES
☐ JOB	☐ INFO. SAMPLE	☐ APPROVED LIST MAT.	14. SAMPLED BY (INCL. DIST. NO. OR AGENCY)
		☐ CERTIFIED MAT.	JOHN DOE GTL

25. CONTRACTOR AND PROJECT LOCATION

MATERIALS BUREAU VALIDATION BUFFALO

RETAIN PINK COPY FOR YOUR RECORDS
FORWARD ALL OTHERS TO MATERIALS BUREAU

(Reduced)

REINFORCING BARS SAMPLED UNDER MATERIALS METHOD N.Y. 2

DR-243 (1/68) SAMPLE AND ACCEPTANCE TRANSMITTAL
NYSDoT MATERIALS BUREAU

SERIAL NO.	DATE REC'D.	TEST NO.

TO:

Material Represented by the Sample Described Below Was _____

ON _____ For _____

(Action Official Only When Validated Below By The Materials Bureau)

UPPER PORTION FOR MATERIALS BUREAU ONLY – INSPECTOR TO COMPLETE ALL APPLICABLE BOXES BELOW

16. ADDITIONAL INFO. (SEE INSTRUCTIONS ON REAR)

Part A 550 Gal.
Part B 1100 Gal.
TOTAL 1650 Gal.

Sample table Used A

1. MATERIAL: Epoxy Polysulfide Binder
2. ITEM NO.: M29B
3. DATE SAMPLED: 5-2-68
4. CONTRACT NO.: —
5. SUPPLIER AND LOCATION: ABC Materials Corp Bronx, N.Y.
6. QUANTITY IN LOT: See Box 16
7. LOT NO.: 2
8. MANUFACTURER AND LOCATION (IF DIFFERENT THAN ABOVE): —
9. BATCH NO.: 68-1-A&B
10. DATE OF MFGR.: 5-1-68
11. SAMPLED AT: ☑ PLANT ☐ JOB
12. TYPE: ☑ CONTROL SAMPLE ☐ INFO. SAMPLE ☐ SPR SAMPLE ☐ APPROVED LIST MAT. ☐ CERTIFIED MAT.
13. SAMPLED FROM: Drums (55 gal.)
14. SAMPLED BY (INCL. DIST. NO. OR AGENCY): John Doe GTL N.Y.C.
25. CONTRACTOR AND PROJECT LOCATION:
MATERIALS BUREAU VALIDATION:

RETAIN PINK COPY FOR YOUR RECORDS
FORWARD ALL OTHERS TO MATERIALS BUREAU

(Reduced)

EPOXY SAMPLED AT MANUFACTURER'S LOCATION

DR-243 (1/68) SAMPLE AND ACCEPTANCE TRANSMITTAL
NYSDoT MATERIALS BUREAU

SERIAL NO.	DATE REC'D.	TEST NO.

TO:

Material Represented by the Sample Described Below Was _____

ON _____ For _____

(Action Official Only When Validated Below By The Materials Bureau)

UPPER PORTION FOR MATERIALS BUREAU ONLY – INSPECTOR TO COMPLETE ALL APPLICABLE BOXES BELOW

16. ADDITIONAL INFO. (SEE INSTRUCTIONS ON REAR)

1. MATERIAL: PAINT — RUST ORANGE PRIMER
2. ITEM NO.: M183CH
3. DATE SAMPLED: 4/5/68
4. CONTRACT NO.: FILL NYSDoT I.D. NO'S
5. SUPPLIER AND LOCATION: STEEL FAB, INC - STEELVILLE, PA.
6. QUANTITY IN LOT: 210 GAL.
7. LOT NO.: 2300
8. MANUFACTURER AND LOCATION (IF DIFFERENT THAN ABOVE): COLOR PAINT CO - HUETOWN, M.D.
9. BATCH NO.: 2300
10. DATE OF MFGR.: 3/2/68
11. SAMPLED AT: ☑ PLANT ☐ JOB
12. TYPE: ☑ CONTROL SAMPLE ☐ INFO. SAMPLE ☐ SPR SAMPLE ☐ APPROVED LIST MAT. ☐ CERTIFIED MAT.
13. SAMPLED FROM: 55-5 GAL DRUM
14. SAMPLED BY (INCL. DIST. NO. OR AGENCY): JOHN DOE – GTL
25. CONTRACTOR AND PROJECT LOCATION:
MATERIALS BUREAU VALIDATION: J. DOE/RCH

RETAIN PINK COPY FOR YOUR RECORDS
FORWARD ALL OTHERS TO MATERIALS BUREAU

(Reduced)

SHOP COAT PAINT SAMPLED AT STEEL FABRICATING SHOP

Materials Method N.Y. 18.1
April, 1968

DR-240 11/68 SAMPLE AND ACCEPTANCE TRANSMITTAL
NYSDoT MATERIALS BUREAU

SERIAL NO.	DATE REC'D.	TEST NO.

TO:

Material Represented by the Sample Described Below Was

ON _____ For

(Action Official Only When Validated Below By The Materials Bureau)

UPPER PORTION FOR MATERIALS BUREAU ONLY – INSPECTOR TO COMPLETE ALL APPLICABLE BOXES BELOW

16. ADDITIONAL INFO. (SEE INSTRUCTIONS ON REAR): "PLANT CURRENTLY SUPPLYING ITEM 18 CONCRETE TO FARC 68-00 AND RC 68-01, FIRST JOB REPORTS CONTINUED RUN OF LOW AIR CONTENTS. NO REPORT FROM SECOND JOB.

1. MATERIAL	2. ITEM NO.	3. DATE SAMPLED	4. CONTRACT NO.
AIR ENTRAINING AGENT	M21	4/5/68	—

5. SUPPLIER AND LOCATION	6. QUANTITY IN LOT	7. LOT NO.
ABC CONCRETE CO - RIVERTOWN, NY	275 GAL	—

8. MANUFACTURER AND LOCATION (IF DIFFERENT THAN ABOVE)	9. BATCH NO.	10. DATE OF MFGR.
AIR CHEM CO - ST LOUIS MO	97013	—

11. SAMPLED AT: [x] PLANT [ ] JOB

12. TYPE: [ ] CONTROL SAMPLE [ ] INFO. SAMPLE [ ] SPR SAMPLE [x] APPROVED LIST MAT. [ ] CERTIFIED MAT.

13. SAMPLED FROM: .55 GALLON DRUM

14. SAMPLED BY (INCL. DIST. NO. OR AGENCY): JOHN DOE DIST 1

25. CONTRACTOR AND PROJECT LOCATION: —

MATERIALS BUREAU VALIDATION:

RETAIN PINK COPY FOR YOUR RECORDS
FORWARD ALL OTHERS TO MATERIALS BUREAU

(Reduced)

CONCRETE ADMIXTURE SAMPLED AT BATCH PLANT
DUE TO POOR PERFORMANCE REPORT FROM JOB SITE.

DR-240 11/68 SAMPLE AND ACCEPTANCE TRANSMITTAL
NYSDoT MATERIALS BUREAU

SERIAL NO.	DATE REC'D.	TEST NO.

TO:

Material Represented by the Sample Described Below Was

ON _____ For

(Action Official Only When Validated Below By The Materials Bureau)

UPPER PORTION FOR MATERIALS BUREAU ONLY – INSPECTOR TO COMPLETE ALL APPLICABLE BOXES BELOW

16. ADDITIONAL INFO. (SEE INSTRUCTIONS ON REAR): Cone #1-27

1. MATERIAL	2. ITEM NO.	3. DATE SAMPLED	4. CONTRACT NO.
TYPE 2 PORTLAND CEMENT	15-2	4/5/68	—

5. SUPPLIER AND LOCATION	6. QUANTITY IN LOT	7. LOT NO.
ABC CEMENT CO - KILNVILLE, N.Y.	20000 BBLS	—

8. MANUFACTURER AND LOCATION (IF DIFFERENT THAN ABOVE)	9. BATCH NO.	10. DATE OF MFGR.
—	—	4/3-5

11. SAMPLED AT: [x] PLANT [ ] JOB

12. TYPE: [x] CONTROL SAMPLE [ ] INFO. SAMPLE [ ] SPR SAMPLE [ ] APPROVED LIST MAT. [ ] CERTIFIED MAT.

13. SAMPLED FROM: SILO #1

14. SAMPLED BY (INCL. DIST. NO. OR AGENCY): JOHN RIE - CTL

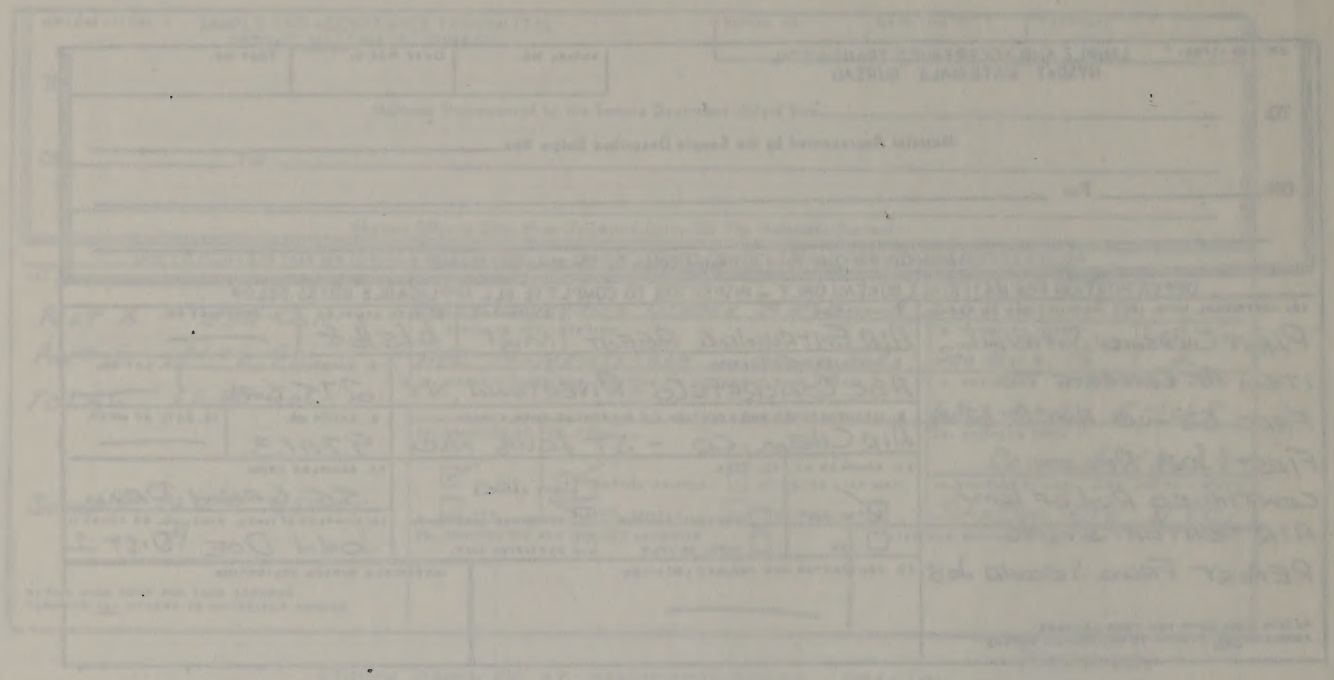
25. CONTRACTOR AND PROJECT LOCATION:

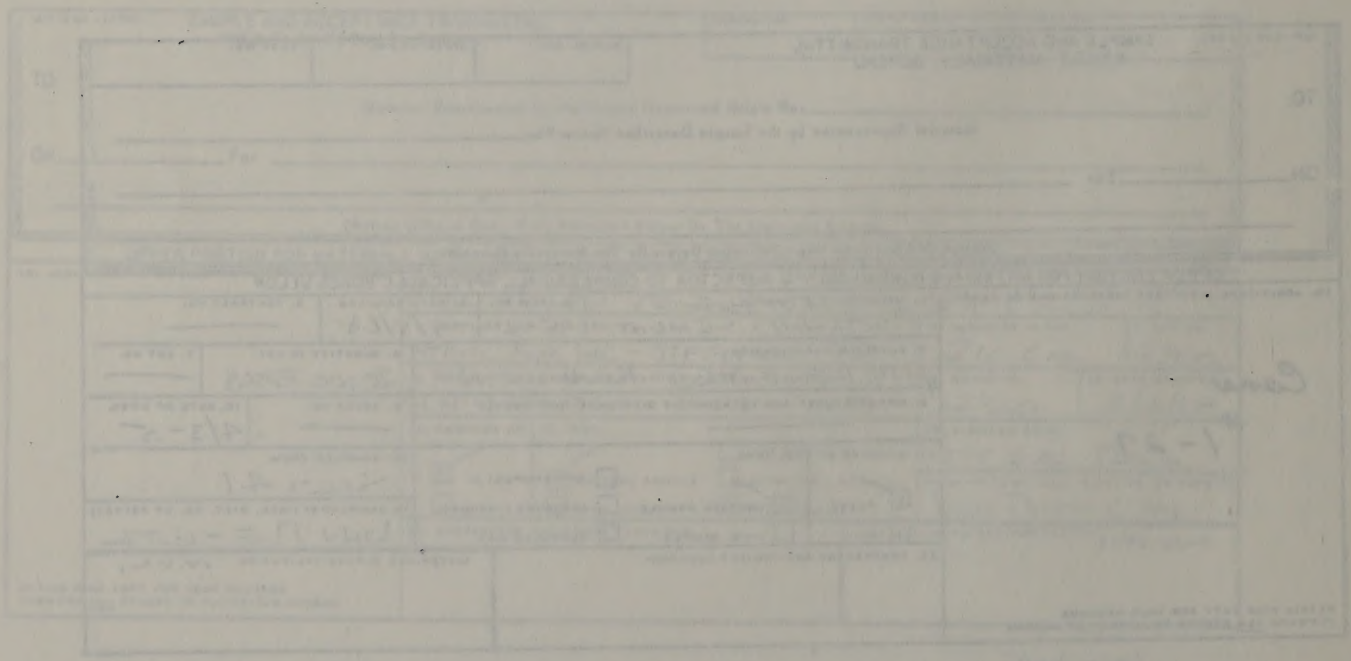
MATERIALS BUREAU VALIDATION: N.Y.C.

RETAIN PINK COPY FOR YOUR RECORDS
FORWARD ALL OTHERS TO MATERIALS BUREAU

(Reduced)

CEMENT SAMPLED AT MILL LOCATION





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